



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

DATE: December 27, 2006
TO: Registrants Under Lobby Registration Act
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: LOBBY REGISTRATION 2006 WINTER FINANCIAL REPORT

Each Lobbyist and Lobbyist Agent registered under the Lobby Registration Act must file a Lobby Registration Financial Report by 4:00 p.m. on Wednesday, January 31, 2007.

The report must be submitted even if there are no lobbying activities or expenditures to disclose for the period covered by the report.

See page 2 of this memo and the enclosed announcement for information on a new option that permits you to file your Lobby Financial Report electronically!

Filing Deadline

The 2006 Winter Report is due on January 31, 2007.

Coverage Dates

The 2006 Winter Report covers the period from August 1, 2006 through December 31, 2006.

Late Filing Fees

A \$21.00 late filing fee will be assessed each calendar day a required report is late, up to a maximum fee of \$630.00 (30 calendar days late).

Terminating a Registration

A registrant that no longer meets the definition of a lobbyist or lobbyist agent may request termination by completing Item 5d on the Financial Report Summary form.

File on Time!

A report that is hand-delivered, mailed by first class mail or sent via an overnight delivery service must reach this office before 4:00 p.m. on January 31, 2007. Be sure to allow ample mailing time if sending first class. A report that is sent by registered or certified mail and

postmarked two or more calendar days before the filing deadline will be accepted as timely regardless of when it arrives.

Reporting Forms

The forms listed below are at www.Michigan.gov. The following points are emphasized:

- The Financial Report Summary form must be filed by all registrants. This form must be filed even if there are no lobbying activities or expenditures to disclose for the reporting period. A brief description of any lobbying activity during the period, or an indication there was no activity, must be provided under Item 6. Any lobbying expenditures are disclosed by category under Item 7.
- The Itemized Expenditures form is filed only if the registrant meets the thresholds for 1) itemizing financial transactions of \$1,025.00 or more 2) travel and lodging expenditures for public officials in excess of \$675.00 3) food and beverage expenditures for individual public officials in excess of \$51.00 per month or 4) \$325.00 for the year to date for group food and beverage expenditures for public officials. The total of all food and beverage expenditures is always disclosed on the Financial Reports Summary form under Item 7a, Food and Beverage for Public Officials.
- When an expenditure is made by one registrant and reimbursed by another, the initial purchaser reports the expenditure under the appropriate expenditure category on the Financial Report Summary form or Itemized Expenditures form. The registrant who reimburses the expenditure reports the amount of the reimbursement on the Financial Report Summary form under Item 7c, All Other Lobbying Expenditures.

Lobby Electronic Filing Program Available

The Michigan Department of State's Bureau of Elections is pleased to announce the Lobby Electronic Filing Program or "e-Lobby." This new program allows those registered under Michigan's Lobby Registration Act to file the Lobby Financial Report Summary and amendments to the Report online through an Internet form. The form is fast and easy to use. Go to www.Michigan.gov/sos to find more information on filing electronically or contact the Bureau of Elections.

Questions?

If you have any questions, please phone us at (517) 373-2540 or write us at the address below. The following address may also be used to send reports by first class, registered or certified mail.

Michigan Department of State
Bureau of Elections
Post Office Box 20126
Lansing, Michigan 48901-0726

The following address is provided should you wish to visit our office or use an overnight delivery service for the submission of your filing.

Michigan Department of State
Bureau of Elections
430 W. Allegan Street, 1st Floor Richard H. Austin Building
Lansing, Michigan 48918